



# HOSPITALIZATION CHECKLIST: PREPARING FOR DISCHARGE

## C H E C K L I S T

Client Name: \_\_\_\_\_

*Instructions: Staff to initial each area as completed. Document any comments related to the completion of each task in the space provided. Forward or file completed checklist according to agency protocol.*

### To Be Completed by Designated Provider Contact Person

- \_\_\_\_\_ 1. **If at any time there is a concern regarding the care of the individual or the status of the individual's health, notify the hospital personnel, your supervisor, the nurse, or guardian of your specific concerns.**
- \_\_\_\_\_ 2. During admission, establish a contact person who can give an update on the person's status while at the hospital. This contact person may be a nurse, case manager, or social worker.
- \_\_\_\_\_ 3. Discuss who the discharge planner will be and set up a contact or meeting time.
- \_\_\_\_\_ 4. Inform the provider contact person/health care coordinator (HCC) and guardian/health care representative of the hospital contact person and discharge planner's information.
- \_\_\_\_\_ 5. Discuss with the hospital contact person the best time of day to call for information and visit the individual. Explain that someone from the provider organization will be calling or visiting periodically to follow the individual's progress and treatment course. Encourage the hospital staff to call for any problems, questions, or concerns.
- \_\_\_\_\_ 6. Share with the discharge planner the person's current living situation and supports such as nursing presence, direct support staff or family caregiver presence, housemates, and available transportation.
- \_\_\_\_\_ 7. Discuss the need for a verbal report to be provided to the HCC prior to formal discharge.
- \_\_\_\_\_ 8. Share information with the discharge planner as needed regarding the individual's home physical environment such as shared bedroom, no shower, presence of stairs, bathroom set up and location, etc.
- \_\_\_\_\_ 9. Alert the discharge planner of the need for the HCC to be informed in a timely manner of any new orders or treatments that may continue after discharge.



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- \_\_\_ 10. Discuss the need to receive detailed written instructions on the discharge instructions for any new medications or treatments.
- \_\_\_ 11. Discuss the need to receive detailed written instructions on the discharge instructions regarding what to watch for, what to expect, any restrictions, and other recommendations for the management of the health issue.
- \_\_\_ 12. Discuss the need for prescriptions for new medication and/or treatment orders.
- \_\_\_ 13. Discuss the reason for any new medications and whether there are any special instructions related to the use of the medication including times to administer, methods of administration and anticipated side effects.
- \_\_\_ 14. Discuss when any new medications should begin.
- \_\_\_ 15. Make sure any medications that are to be discontinued have specific orders for the discontinuation.
- \_\_\_ 16. Discuss whether any monitoring/observation is necessary and what would prompt a call or follow-up appointment to the health care provider.
- \_\_\_ 17. Discuss who to call for problems and what numbers to call.
- \_\_\_ 18. Discuss whether any specific training and/or equipment are necessary.
- \_\_\_ 19. Discuss the need for any new equipment (oxygen, adaptive equipment, etc.) or transportation (ambulance) to be arranged/obtained prior to the day of discharge.
- \_\_\_ 20. Discuss whether any follow-up procedures or appointments are necessary.
- \_\_\_ 21. Ask how the results of any tests and any physician dictations will be obtained and/or communicated. Encourage hospital staff to provide copies of anything available at time of discharge.

